

**Classification:** Life Cycle Project Director, NH-0301-III**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:** Various locations**Org Info: Agency:** Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA (ALT)**1<sup>st</sup> Div:** Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)**2<sup>nd</sup> Div:** Project Manager, Field Operations and Support (OPS)**3<sup>rd</sup> Div:****4<sup>th</sup> Div:**

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** Russell A. McBride**Title:** Deputy Director, Operations and Support**Signature:** \_\_\_\_\_/s/\_\_\_\_\_ **Date:** 6/17/03**Higher Supervisor or Manager:** \_\_\_\_\_**Title:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** \_\_\_\_\_/s/\_\_\_\_\_ **Date:** 6/16/03

**FLSA:** Exempt  
**Drug Test:** No  
**Key Position:**  
**Sensitivity:** NCS  
**Reason for Submission:** Acq Demo Conversion  
**Previous PD Number:** various  
**Envir. Diff:**  
**Acq Posn Category:** A  
**Acq Career Level:** 3  
**Acq Special Asgmt:**  
**Career Spec – Primary:**  
**Cont Job Site:**  
**Financial Disclosure:** ☐ Public Financial ☒ Confidential Financial  
☐ Supervisor ☐ Manager ☒ Neither  
**Citation 1:** USOPM PCS for GS-0301 Series, TS-34, Jan 79  
**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**BUS Code:** 7777 **CL:** 310  
**Emergency Ess:**  
**OPM Functions Code:**  
**Status:**  
**Subject to IA:** Yes  
**Mobilization:**  
**Career Prg ID:**  
**CAPL Number:**  
**Acq Posn Type:** 4  
**Acq Prog Ind:**  
**Career Spec – Sec:**  
**Mobility:**

**Acquisition Workforce Demo Project**  
**Position Requirements Document**

**I. Organization information:**

Position is located in the Project Manager, Field Operations, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Life Cycle Project Director, NH-0301 -III.

**III. Duties:**

Serves as a Senior Life Cycle Project Director in the execution of project direction, management implementation and Integrated Logistics Support (ILS) for assigned programs and contracts. Accomplishes life cycle management and procurement of assigned new systems/devices. Responsible for management of omnibus Life Cycle Contractor Support (LCCS) contracts.

1. Responsible for the development of a Life Cycle Acquisition Strategy for each assigned device. Plans for the necessary matrix resources, within and outside of PEO STRI. Develops System Acquisition Management Plan(s) (SAMP) (and subsequent changes), and other required project documents for approval; writes assigned portions of the Contract Work Statement, establishes schedules, data requirements lists, etc. Responsible for the assigned acquisition programs, production and engineering change contracts, maintaining contract award schedule. Resolves problems in this area with integrated product team members. Serves as the Contracting Officer's Representative (COR) or alternate COR for all assigned projects. Serves as Life Cycle Project Director for systems/components undergoing modifications, integration of new requirements, re-procurements, relocations, and secures support and manages a matrix team from sources within and outside PEO STRI to meet user/project requirements. Develops and reviews transition plans for devices, simulations and simulators between the Logistics Directorate and other PMO or agencies to facilitate incorporation into omnibus Life Cycle contracts. Identifies plan shortfalls in areas of logistics support and presents case for corrective actions, in writing and verbally, to correct the deficient items. Develops and coordinates assigned portions of the Source Selection Plan. Leads or participates in all aspects of Source Selection Evaluations. Oversees all elements of integrated project support planning. Develops and coordinates the

Material Fielding Plan for assigned training systems; and serves as a member of the Material Fielding Team.

2. Develops budget requirements and obligation plans for assigned projects. Manages funding and obligation plans within Life Cycle contract effort, ensuring that funds are prudently managed by the contractor. Maintains current budget requirements and executes current budget in accordance with spending plan. Plans, manages and budgets for Systems Integration Tasks (hardware and software), Independent Verification and Validation (IV & V), Subject Matter Experts (SME's), Support Service Contractor efforts, Functional Configuration Audits (FCAS) and Physical Configuration Audits (PCAs). Updates Program Objective Memorandum and documents funding requirements and changes. Provides the project guidance, priorities and reviews documentation in support of goals of PEO STRI to include user activities. Analyzes the Logistics Support Analysis (LSA) to extract information to formulate a base cost for device modifications and/or reprocurments.

3. Provides Life Cycle Project Director support of assigned Foreign Military Sales (FMS) procurement actions. Support includes pre-project efforts in developing cost estimates for new requirements. Provides reprocurment expertise. Coordinates with the various commands unique to FMS procurements to include U.S. Army Security Assistance Command and various U.S. Embassies on procedures for delivery, installation and training of foreign students. Arranges coordination between contractors and foreign freight forwarders to provide shipment of the training devices/systems. Reviews, and provides instructions of policies and procedures as they relate to FMS unique procurements. Coordinates and monitors training courses, both CONUS and OCONUS, for foreign students to include hotel, travel and rental car arrangements.

4. Serves as chairman of the Configuration Control Board in the preparation and evaluation of proposals/ECPs; monitors contractual efforts to ensure all requirements and milestones are met.

5. Prepares and presents formal and informal information and decision briefings to the cognizant Installation/Activity Commanders. Coordinates, staffs, and prepares executive staff summaries and letters for concurrence and/or acceptance. Provides PEO STRI interface to MACOMS, NGB, Advanced Warfighting Experiments and DA level activities for future requirements.

Provides direct support and integration support through the Life Cycle Support Contractor as COR/ACOR.

Performs other duties as assigned.

#### **IV. Factors:**

Factor: 1. - Problem Solving                      Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation      Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations              Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances,

anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision            Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication                    Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor:        6. - Resource Management            Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively

accomplishes multiple project/program goals within established guidelines.

### **Security and Travel Requirements**

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

### **Knowledge, Skills, And Abilities (KSAs) For Qualification Purposes**

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to organize and lead project teams

Ability to work cooperatively as a member of a team

Ability to execute projects and/or studies within established financial and time constraints

Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies

Knowledge of acquisition requirements sufficient to serve as a Contracting Officer's Technical Representative (COTR)

Ability to communicate orally and in writing

Knowledge of program planning and budgeting cycles

Ability to interpret and apply rules, regulations, and procedures

Knowledge of financial control and budget systems and management